

JOB DESCRIPTION

Teaching Assistant

Salary grade TA1 pro rata, Full Time Term time only

Reporting to Head of Vocational Training

About ELATT

At ELATT we think everyone should have the chance to learn new skills. We offer free training and skills within the local London community.

Our highest priority is the focus on employment throughout teaching and learning. Our tutors and student support staff are outstanding: year on year our pass rate and job success results get even better. We were awarded Grade 1 (Outstanding) in our most recent Ofsted Inspection (January 2015). In 2016 we exceeded all expectations by winning three awards at the TES Further Education Awards 2016, including Employer Engagement of the Year; Training Provider of the Year; and the most prestigious prize, Overall Provider of the Year.

Our students graduate thinking differently about themselves and their future. Join our learning community today.

About the Teaching Assistant role

Job Purpose

To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and School policies and procedures.

An exciting opportunity has arisen in the ELATT Vocational Learning Team

You will have experience working with young people with special educational needs in an educational setting. We work mainly with young people with moderate or high functioning autism. You will also have experience supporting learners who struggle with emotion regulation. You will believe passionately in our vision to create opportunities for our students at all stages in their progress, combined with an even stronger belief in the skill and determination of your team to achieve that.

Apply today and participate in an enriching experience which directly impacts on improving the lives of some of the most disadvantaged communities in London.

Main Duties

- Working with individuals or small groups of children under the direction of teaching staff
- Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.
- Establish positive relationships with pupils supported.

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- Support pupils with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with School policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Monitor and record pupil activities as appropriate writing records and reports as required
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- To assist with the preparation, maintenance and control of stocks of materials and resources.

Qualifications & Experience

Essential:

- Specific qualifications & experience - Successful experience working with children in a school/early years environment Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience
- Literacy - Good reading and writing skills (National qualification Grade C or equivalent)
- Numeracy E Good numeracy skills (National qualification Grade C or equivalent)
- Behaviour Management - Understand and implement the school's behaviour management & anti-bullying policy
- SEND - Ability to understand and support children with developmental difficulty or disability
- Working with others Working with partners - Understand the role of others working in and with the school
- Understand and value the role of parents and carers in supporting children Relationships - Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
- Teamwork - Ability to work effectively and positively with a range of adults
- Information Sharing - Respect confidentiality. Know when, how and with whom to share information Ability to follow instructions accurately

Desirable:

- Knowledge of relevant policies and procedures - Basic knowledge of First Aid and understanding of the School policies & procedures/Paediatric First Aid qualified
- Technology - Knowledge of basic ICT to support learning
- Negotiating - Consult with children and their families and carers and other adults

Job Types: Full-time, Term time only

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Salary: £14 per hr

Experience:

- working with young people with special needs: 1 year (Required)
- working with children and young people: 3 years (Required)
- safeguarding: 1 year (Required)
- youth work: 1 year (Preferred)